

STATE LEADERSHIP ACCOUNTABILITY ACT
(SLAA)



GUIDE TO NAVIGATING THE SLAA WEB PORTAL

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Introduction

The California Department of Finance, Office of State Audits and Evaluations developed this State Leadership Accountability Act (SLAA) Web Portal User Guide (Guide). This Guide provides detailed instructions to aid in the entry of SLAA report and Implementation Plan information and web portal use. This Guide is organized by sections which correspond with initial portal access, major features, establishing web portal users, and navigation within the web portal. The information and visual examples provided herein are not all inclusive and additional edits and updates will be made periodically to keep this document current and reflective of portal features.

For instructions for completing the SLAA Report, please see the *Web Portal Guide to SLAA Reporting*.

For instructions for completing the Implementation Plan, please see the *Web Portal Guide to Implementation Plans*.

SLAA Web Portal Access

Access into the SLAA web portal (portal) is limited by a username and password. The Agency Head, Primary Contact, and the SLAA Administrator are the only contacts that can add a new contact into the portal. When a new contact has been added, that person will receive an e-mail with a username and temporary password. This password must be changed before signing into the portal.

If at any point a username or password is forgotten, it can be reset by clicking the corresponding link on the Sign In screen of the portal.

See [Appendix](#) for more information regarding Level of Authorization or contacts.

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SLAA Web Portal Access

SLAA Web Portal Address

You can access the SLAA web portal at SLAA.dof.ca.gov.

California Department of Finance/SLAA Webpage

The SLAA web portal is also accessible through the California Department of Finance, [SLAA web page](http://SLAA.dof.ca.gov). The SLAA web page provides guidance, templates, tools and other resources to assist your entity throughout the SLAA process.

Follow the steps below to access the SLAA web portal through the Finance website.

1. Go to www.dof.ca.gov.
2. Click the **Statewide Leadership Accountability Act** button. This will direct you to the SLAA website.

The screenshot shows the homepage of the California Department of Finance. At the top, the URL www.dof.ca.gov is visible in the browser's address bar, with a red arrow pointing to it. The website header includes the "CA.GOV" logo, the text "State of California DEPARTMENT OF FINANCE", a search button, and a language selection dropdown. A navigation bar below the header contains links for Budget, Accounting, Forecasting, Reports, Programs, and About Us. The main content area features a large banner image of a park with trees. Below the banner, there are six blue buttons arranged in a 2x3 grid: "California Budget", "Trailer Bill Language", "Budget Change Proposals & Finance Letters", "Legislative Analyses", "Redevelopment Agency Dissolution", and "State Leadership Accountability Act". A red arrow points to the "State Leadership Accountability Act" button. To the right of these buttons is a section for the "Office of Governor Edmund G. Brown Jr." and "Finance Director Michael Cohen", each with a "Visit his Website" or "View His Biography" link. Below this is a "What's New" section with a list of links including "Department of Finance Mailing Lists", "Summary of Fund Condition Statements", "Index of Fund Condition Statements", "FISCAL Resources", "Redevelopment Agency Dissolution", "Major Regulations", "Proposition 1B Disbursements", and "Boards and Commissions". At the bottom left, there is a "OUR MISSION" section with text stating the department's mission to serve as the Governor's chief fiscal policy advisor and promote long-term economic sustainability.

SLAA Web Portal Access

3. Click the link under the heading “**Web Portal Link**”.
4. You will be directed to the SLAA web portal Sign In page.



www.dof.ca.gov/Programs/Osae/SLAA/

Apps My Bookmarks Travel M. DOF.ca.gov SLAA Useful Websites Google

Home Budget Accounting Forecasting Reports Programs About Us

Home | Programs | Osae | SLAA

State Leadership Accountability Act (SLAA)

Government Code sections 13400 through 13407, known as the State Leadership Accountability Act (SLAA), was enacted to reduce the waste of resources and strengthen internal control. SLAA requires each state agency to maintain effective systems of internal control, to evaluate and monitor the effectiveness of these controls on an ongoing basis, and to biennially report on the adequacy of the agency's systems of internal control.

Government Code sections 13400 through 13407 were previously known as the Financial Integrity and State Manager's Accountability Act of 1983 (FISMA). The code sections were recently modified and updated through legislative action including a name change to SLAA.

Web Portal

- Web Portal Link <https://slaa.dof.ca.gov/> Updated November 2, 2015
- Web Portal User Guide Updated December 23, 2015

Reporting

- Non-Compliers List Updated August 15, 2016
- Optional Report Transmittal Letter Updated November 2, 2015
- Report Template Updated November 25, 2015
- Report Example Updated November 25, 2015
- SLAA Reporting Cycle Flowchart Updated November 9, 2015

Guidelines and Instructions

- State Leadership Accountability Act (SLAA) Reporting Requirements
- California Government Code Sections 13400 through 13407
- Guidance for Management's Evaluation of Controls
- Ongoing Monitoring General Framework and Guidelines
- Management's Roles and Responsibilities
- Frequently Asked Questions Updated December 16, 2015

DEPARTMENT OF FINANCE CALIFORNIA

Office of Governor
Edmund G. Brown Jr.
Visit his Website

Finance Director
Michael Cohen
View His Biography

Responsibilities Contact Us

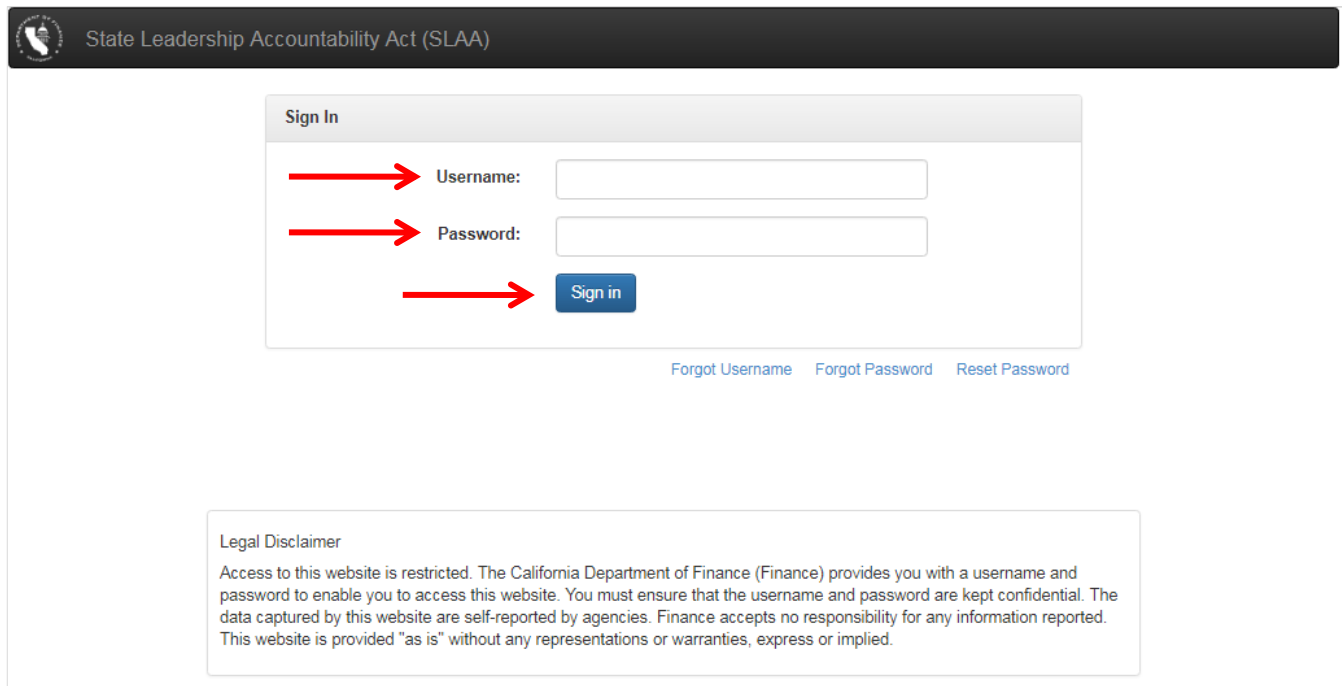
- OSAE Overview
- Audits And Evaluations
- Bond Accountability
- Redevelopment Agency Dissolution
- The Single Audit
- State Leadership Accountability Act (SLAA)

Reports, Memos and Letters

- Audit Reports, Memos and Letters
- California Single Audit and Finance SLAA Reports
- Peer Review Report

Signing In

1. Go to SLAA.dof.ca.gov.
2. Enter your username in the Username field.
 - a. Username is the username assigned to you through e-mail when you were added as a contact for the SLAA portal.
3. Enter your password in the Password field.
 - a. The password is a minimum of 8 characters and must include 1 number. (e.g., *password1*)
4. Click **Sign In** to access your entity's SLAA web portal.



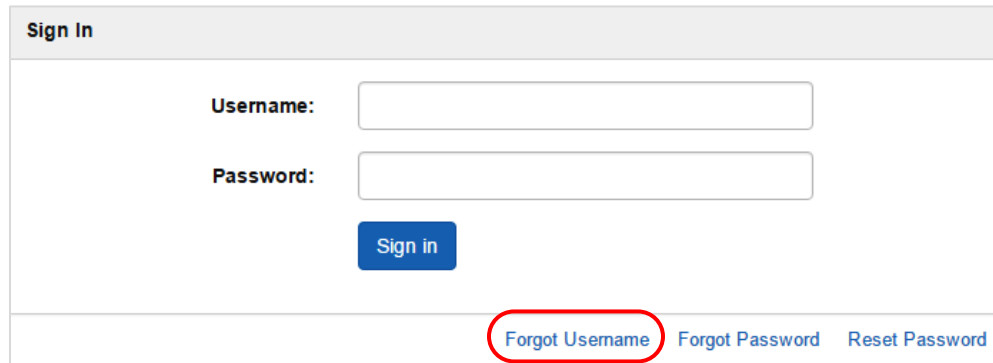
The screenshot shows the 'Sign In' page for the State Leadership Accountability Act (SLAA). At the top, there is a dark header with the California state seal and the text 'State Leadership Accountability Act (SLAA)'. Below the header is a white box containing the 'Sign In' form. The form has a title 'Sign In' in a grey box. It contains two input fields: 'Username:' and 'Password:'. Red arrows point to each of these fields. Below the 'Password:' field is a blue 'Sign in' button, also indicated by a red arrow. To the right of the button are three links: 'Forgot Username', 'Forgot Password', and 'Reset Password'. At the bottom of the form box is a 'Legal Disclaimer' section with the following text: 'Access to this website is restricted. The California Department of Finance (Finance) provides you with a username and password to enable you to access this website. You must ensure that the username and password are kept confidential. The data captured by this website are self-reported by agencies. Finance accepts no responsibility for any information reported. This website is provided "as is" without any representations or warranties, express or implied.'

If you are experiencing difficulties signing in, please contact the SLAAhotline@dof.ca.gov.

Signing In

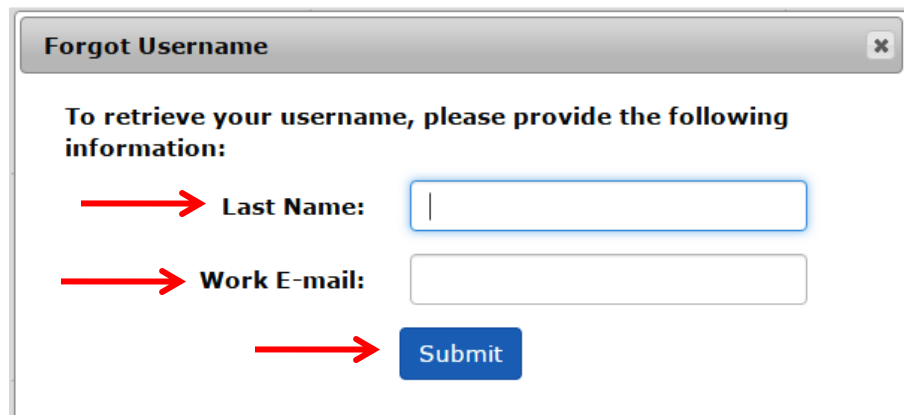
Forgot Username

1. Go to SLAA.dof.ca.gov.
2. Click **Forgot Username**.



The image shows a 'Sign In' form with two input fields: 'Username:' and 'Password:'. Below the fields is a blue 'Sign in' button. At the bottom right of the form, there are three links: 'Forgot Username' (which is circled in red), 'Forgot Password', and 'Reset Password'.

3. The **Forgot Username** form will appear.
4. Enter your last name as it was entered into the Contact Information page of the SLAA web portal.
5. Enter your work e-mail address as it was entered into the Contact Information page of the SLAA web portal.
6. Click **Submit**.



The image shows a 'Forgot Username' form window. It has a title bar with the text 'Forgot Username' and a close button. The main content area says 'To retrieve your username, please provide the following information:'. Below this, there are two input fields: 'Last Name:' and 'Work E-mail:'. Red arrows point to each of these fields. Below the 'Work E-mail:' field is a blue 'Submit' button, also indicated by a red arrow.

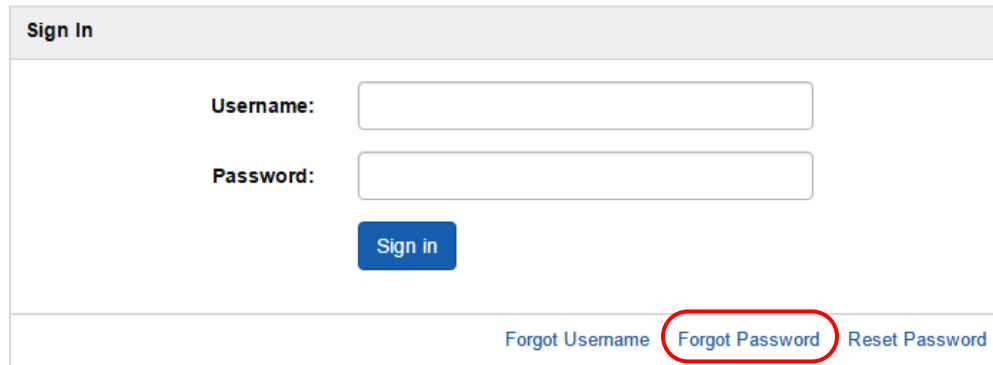
7. An e-mail from the SLAA hotline will be sent to your e-mail address providing you with your SLAA web portal username.
8. Once you have received your username, go to SLAA.dof.ca.gov and follow instructions for **Sign In**.

If you are experiencing difficulties receiving your username, please contact the SLAAhotline@dof.ca.gov.

Signing In

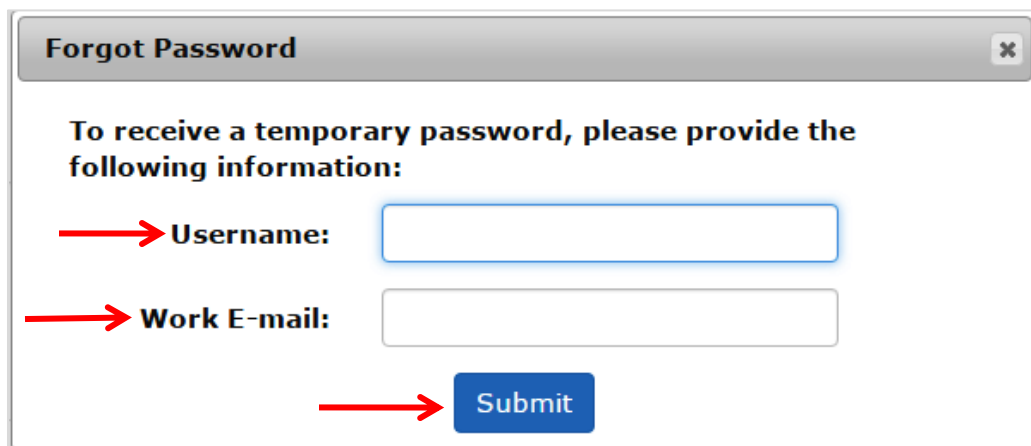
Forgot Password if Username is Known

1. Go to SLAA.dof.ca.gov.
2. Click **Forgot Password**.



The image shows a 'Sign In' form with a light gray header. Below the header, there are two input fields: 'Username:' and 'Password:'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are three links: 'Forgot Username', 'Forgot Password' (which is circled in red), and 'Reset Password'.

3. The **Forgot Password** form will appear.
4. Enter your username in the **Username** field.
5. Enter your work e-mail address in the **Work E-mail** field.
6. Click **Submit**.

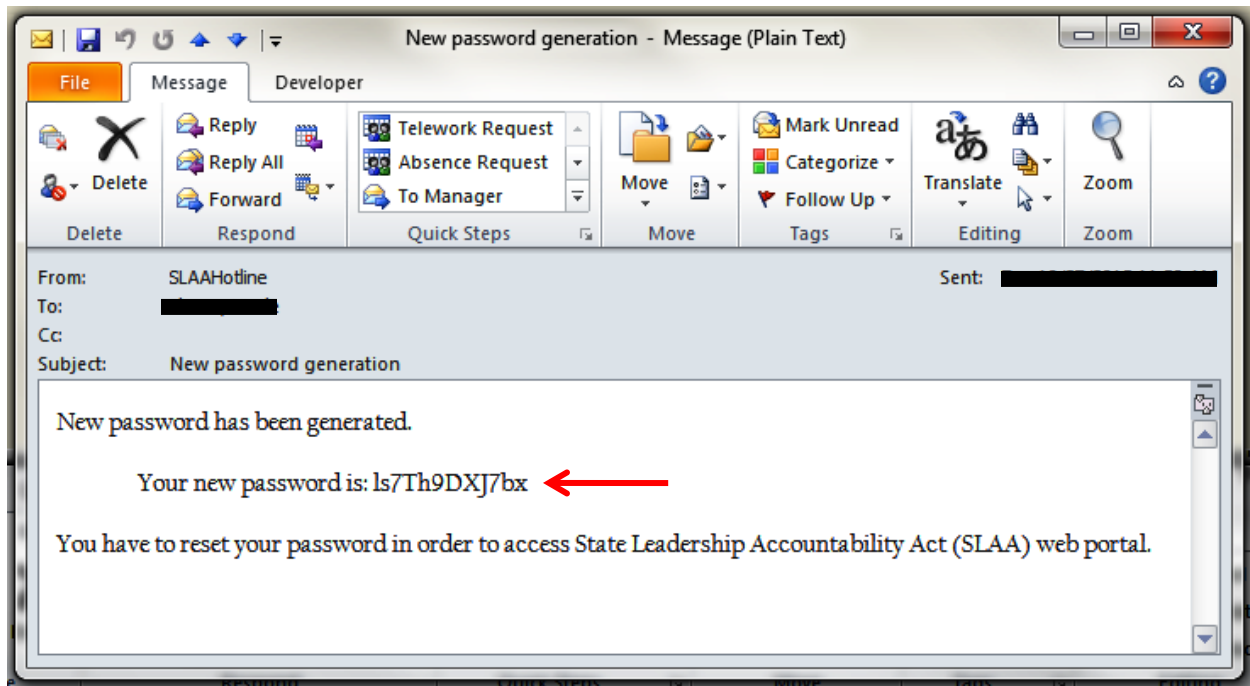


The image shows a 'Forgot Password' form with a gray header and a close button (X) in the top right corner. The text 'To receive a temporary password, please provide the following information:' is displayed. Below this, there are two input fields: 'Username:' and 'Work E-mail:'. Red arrows point to each of these fields. A blue 'Submit' button is at the bottom, also indicated by a red arrow.

Continue on next page

Signing In

7. A notice will be sent to the e-mail address provided with your temporary password.



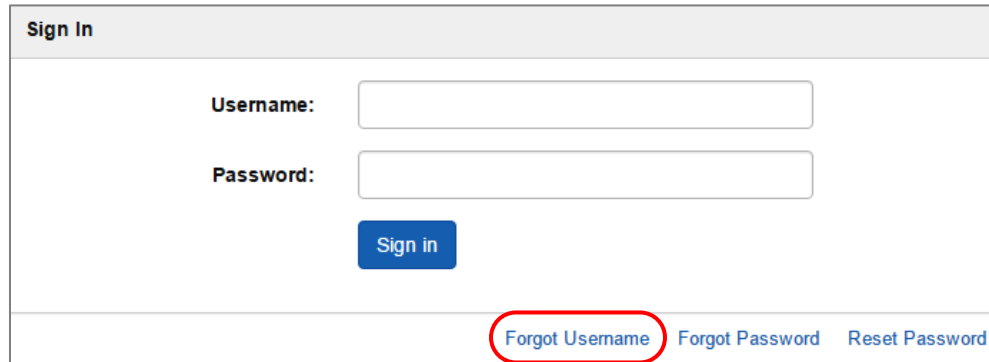
8. When the temporary password is received, go to SLAA.dof.ca.gov to change your password.
9. Type your **username** and **temporary password** in the corresponding fields. Click **Sign In**. You will be redirected to **Reset Password**.
10. Follow instructions for [Reset Password](#).

If you are experiencing difficulties receiving a temporary password, please contact the SLAAHotline@dof.ca.gov.

Signing In

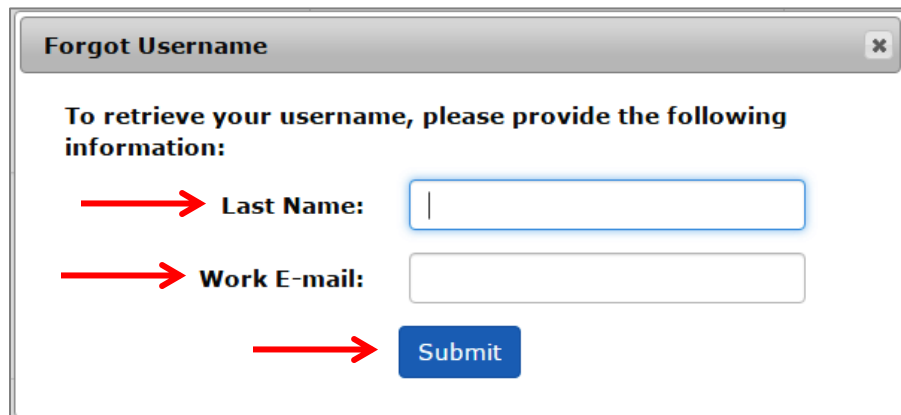
Forgot Password if Username is Unknown

1. Go to SLAA.dof.ca.gov.
2. Click **Forgot Username**.



The image shows a 'Sign In' form with two input fields: 'Username:' and 'Password:'. Below the fields is a blue 'Sign in' button. At the bottom right of the form, there are three links: 'Forgot Username' (which is circled in red), 'Forgot Password', and 'Reset Password'.

3. The **Forgot Username** form will appear.
4. Enter your last name as it was entered into the **Contact Information** page of the SLAA web portal.
5. Enter your work e-mail address as it was entered into the **Contact Information** page of the SLAA web portal.
6. Click **Submit**.



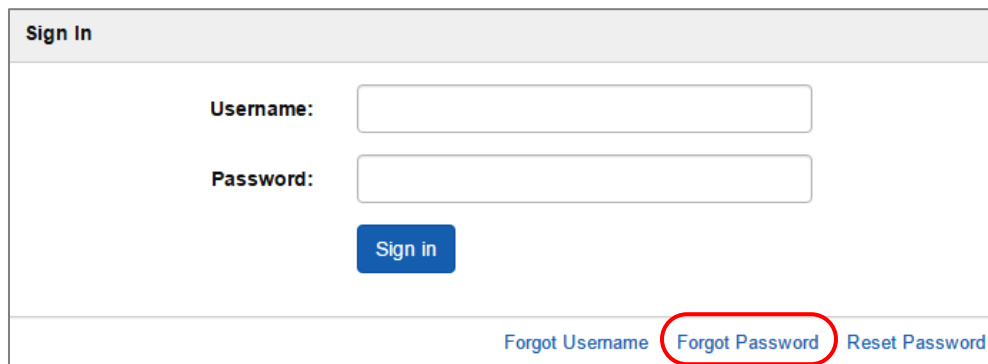
The image shows the 'Forgot Username' form. It has a title bar that says 'Forgot Username' with a close button. Below the title bar, it says 'To retrieve your username, please provide the following information:'. There are two input fields: 'Last Name:' and 'Work E-mail:'. Red arrows point to each of these fields. Below the input fields is a blue 'Submit' button, which also has a red arrow pointing to it.

7. A notice will be sent to your e-mail address providing you with your SLAA web portal username.

Continue on next page

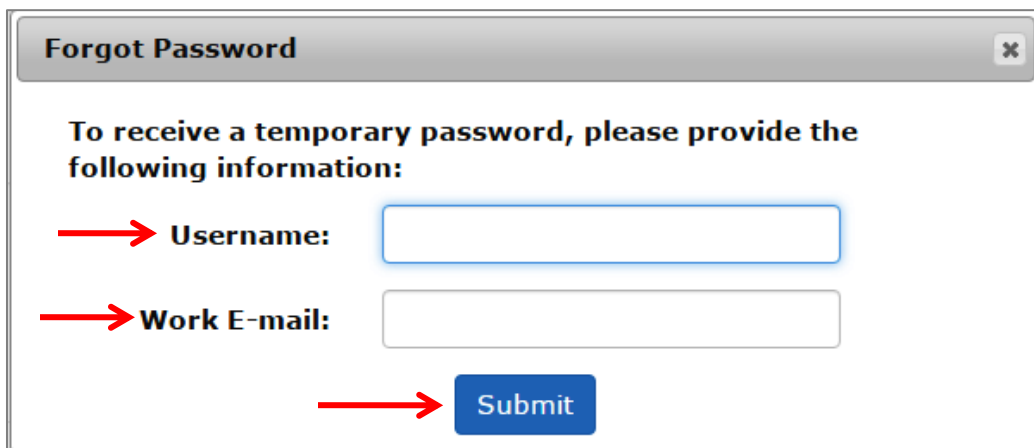
Signing In

8. Once your username is received, go to SLAA.dof.ca.gov. Click **Forgot Password**.



The image shows a 'Sign In' form with a title bar. Below the title bar are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a blue 'Sign in' button. At the bottom of the form, there are three links: 'Forgot Username', 'Forgot Password' (which is circled in red), and 'Reset Password'.

9. The **Forgot Password** form will appear.
10. Enter your username in the **Username** field.
11. Enter your work e-mail address in the **Work E-mail** field.
12. Click **Submit**.

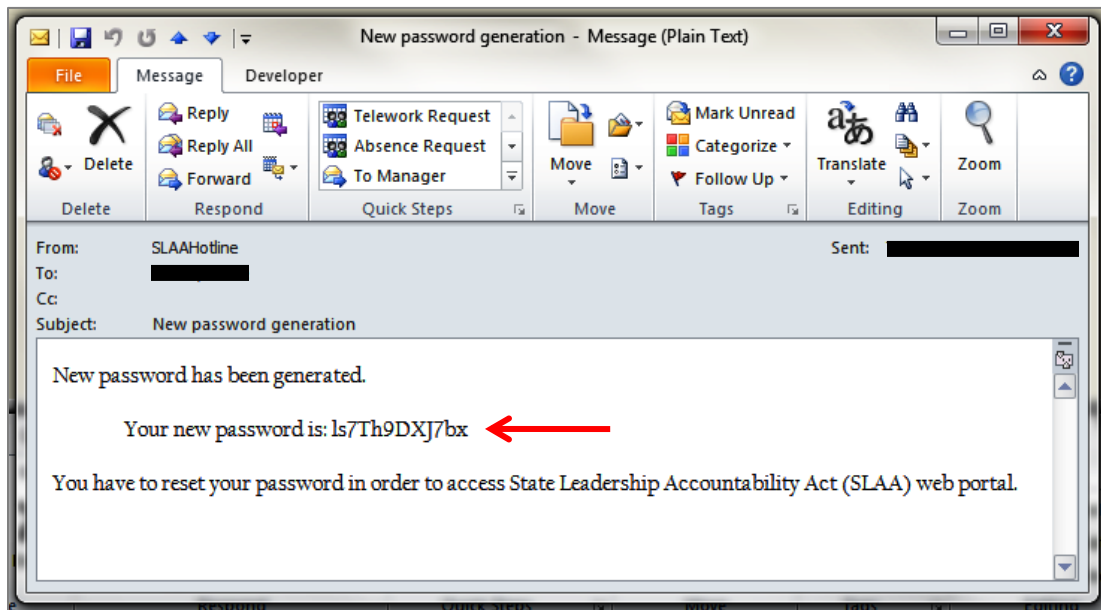


The image shows a 'Forgot Password' form with a title bar and a close button. Below the title bar is the text: 'To receive a temporary password, please provide the following information:'. Below this text are two input fields: 'Username:' and 'Work E-mail:'. Below the 'Work E-mail:' field is a blue 'Submit' button. Red arrows point to the 'Username:' field, the 'Work E-mail:' field, and the 'Submit' button.

Continue on next page

Signing In

13. A notice will be sent to the e-mail address provided containing your temporary password.



14. When the temporary password is received, go to SLAA.dof.ca.gov to change your password.
15. Type your **username** and **temporary password** in the corresponding fields. Click **Sign In**. You will be redirected to **Reset Password**.
16. Follow instructions for [Reset Password](#).

If you are experiencing difficulties receiving your username or a temporary password, please contact the SLAAHotline@dof.ca.gov.

Signing In

Reset Password

1. Go to SLAA.dof.ca.gov.
2. Click **Reset Password**.

Sign In

Username:

Password:

[Forgot Username](#) [Forgot Password](#) [Reset Password](#)

3. Enter your **username**.
4. Enter your *current* or *temporary* password in the **Current Password** field.
5. Enter a new password in the **New Password** field.
 - a. Passwords are case sensitive and at least 8 characters with one number.
 - b. Each requirement must be met to change password.

Reset Your Password

Username:

Current Password:

New Password:

Confirm Password:

Password must include:

- ✓ At least one letter
- ✓ At least one number
- ✓ Be at least 8 characters

6. Retype your new password in the **Confirm Password** field.
7. Click **Save**.

Current Password:

New Password:

Confirm Password:

Password must include:

- ✓ At least one letter
- ✓ At least one number
- ✓ Be at least 8 characters
- ✗ Password confirmation must match

8. A message will appear stating your password has been changed. Click **Ok**.
9. You will be directed to the **Sign In** page.
10. Sign in using your **username** and your **new password**.

If you are experiencing difficulties resetting your password, please contact the SLAAhotline@dof.ca.gov.

SLAA Homepage

The SLAA homepage is the first screen you will see when signed into the web portal. The homepage is designed to give you needed information regarding your reports in one place. The homepage allows each entity to view information regarding reports that have been submitted or accepted and the due date of the next report. You can access current reports based on the button you select for your entity's SLAA Report or Implementation Plan (plan).

The homepage displays a SLAA status based on your entity's report submissions. The SLAA status informs you whether your entity is or is not compliant with California Government Code sections 13400-13407.

Example: Your entity failed to submit a plan due June 30, 20XX; the SLAA status on your entity's homepage will read **Non-Compliant** because of the failure to submit the plan on time.

The SLAA status will update when the plan is submitted, either on time or after the due date has passed.

At the top of the homepage, there are six tabs. Each tab redirects you to a different part of the web portal.

1. **SLAA Home**—directs you back to your entity's homepage from anywhere in the portal.
2. **Contact Information**—directs you to the contact page where you can add, edit, or delete contacts.
3. **SLAA Reports**—directs you to your entity's current SLAA report.
4. **Implementation Plans**—directs you to your entity's current plan, if applicable.
5. **Past Reports and Plans**—directs you to a library of your entity's accepted reports and plans in PDF format.

SLAA Homepage

The screenshot shows the SLAA Homepage with various elements annotated with letters A through L. The header includes the SLAA logo and a 'Sign Out' button. A navigation bar contains links for SLAA Home, Contact Information, SLAA Reports, Implementation Plans, and Past Reports and Plans. The main content area displays the '2017 SLAA Cycle' status as 'Compliant', with a link to the 'Non-Compliers List'. Below this, there are sections for the 'SLAA Report' (with a due date of December 31, 2017) and the 'Implementation Plan' (marked as 'Not Currently Due'). Both sections have buttons for 'Current Report' and 'Current Implementation Plan'. The footer contains a welcome message from the California Department of Finance and a link to the 'SLAA Hotline'.

K ← State Leadership Accountability Act (SLAA) Sign Out

J ← Welcome, Department of Demonstrations and Examples!

F ← SLAA Home

G ← Contact Information

H ← SLAA Reports

I ← Implementation Plans

A ← 2017 SLAA Cycle

B ← SLAA Status: **Compliant**

C ← [Non-Compliers List](#)

D ← SLAA Report

2017 Report Due: December 31, 2017

Implementation Plan

Not Currently Due

E ← Current Report

Current Implementation Plan

L ← The California Department of Finance welcomes you to the State Leadership Accountability Act (SLAA) reporting portal. SLAA requirements are found at Government Code sections 13400-13407. This site was created and is maintained by the California Department of Finance. For any issues please contact the [SLAA Hotline](#).

See legend at next page.

- A. **Current SLAA Cycle**
- B. **SLAA Status of Entity**—See [Appendix](#) for status definitions.
- C. **Non-Compliers List**—directs you to the current Non-Compliers list posted on the [SLAA website](#).
- D. **SLAA Reports and Implementation Plans**—this section shows:
 - a. Due dates of the reports.
 - b. When your entity has submitted the report(s).
 - c. When Finance has accepted the report.
- E. **Current Report and Current Implementation Plan Buttons**—directs you to the beginning page of the current report, including reports in process.
- F. **SLAA Home Tab**—directs you to the home page from anywhere in the portal.
- G. **Contact Information Tab**—directs you to the Contact page.
 - a. See **Contact Information** for further instruction.
- H. **SLAA Reports, Implementation Plans Tabs**—directs you to the reports.
- I. **Past Reports and Plans Tab**—directs you to a catalog of your entity's accepted PDF reports and plans.
- J. **Entity Name**
- K. **SLAA Banner**—features the State Leadership Accountability Act (SLAA) title and the Sign Out icon, this banner will appear on every window in the portal.
 - a. Click the State Leadership Accountability Act (SLAA) title on any window within the portal to be brought back to the home screen.
 - b. Click **Sign Out** to sign out of the portal.
- L. **SLAA Hotline**—Send e-mail to the SLAA hotline.

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Contact Information

The Contact Information page lists every person within your entity that has access to the SLAA web portal (portal). Access to the portal is determined by the level of authorization given to the contact when they are added. The levels of authorization are as follows:

1. Agency Head
2. Primary Contact
3. SLAA Administrator
4. Resource (Additional Resources with Portal Access)

The Agency Head and Primary Contact are the only contacts with authorization to sign and submit reports. Also, the Agency Head, Primary Contact *and* the SLAA Administrator are the only contacts who have the ability to add, delete, or edit contacts and entity headquarters information.

Executive Monitoring Sponsors are appointed by the Agency Head.¹ Those appointed to the role must be added as a contact to the portal. This information is required for the Ongoing Monitoring component of the SLAA reports.

To determine the level of authorization for a contact, please see [Appendix](#).

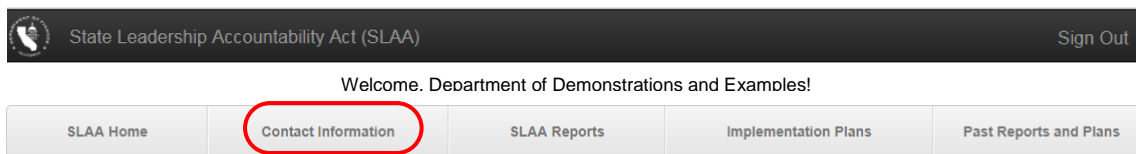
¹ Refer to the California Department of Finance [Ongoing Monitoring General Framework and Guidelines](#) for more information about the role of Executive Monitoring Sponsor(s).

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Contact Information

Add Contact or Additional Resource with Portal Access

1. Go to SLAA.dof.ca.gov and sign into the SLAA web portal.
2. Click the **Contact Information** tab on your entity's home screen.



3. Scroll to the bottom of the page and click on **Add Contact** to access the **Add New Contact or Resource** form.

For steps 4-10, see Add New Contact or Resource form below. All fields must be completed except the Prefix and the Ext.

4. Select appropriate **Title** (Mr., Ms., Mrs., Dr.) from the drop down menu.
5. Enter contact's first *and* last name in the **Name** field.
6. Enter contact's current **Job Title**, e.g. Grants Manager, Enterprise Risk Manager.
7. Enter contact's **Work Phone Number** and **Work E-mail** in the corresponding fields.
8. Select contact's **Level of Authorization** from the drop down menu.
 - a. See [Appendix](#) for definitions.
9. Check the box if the contact has been selected by the Agency head as an **Executive Monitoring Sponsor**.
10. Click **Save** after all information has been entered correctly.
 - a. A message will appear stating "New Contact is successfully added."

Add New Contact or Resource

4 → Prefix: [] Name: [Name] ← 5

6 → Job Title: [Director of Produce Sales]

7 { Work Phone Number: [(XXX) XXX-XXXX] Ext: [XXXX]

Work E-mail: [johnsmith@agency.ca.gov]

Level of Authorization: [Resource] ← 8

Check if **Executive Monitoring Sponsor** ☐ ← 9

10 → [Save]

Level of Authorization: [Resource] [Head] [Primary] [Admin] [Resource]

The new contact will need to reset their password once sign in information is received. See [Reset Password](#) for further instructions.

If the contact does not appear, contact the SLAAhotline@dof.ca.gov.

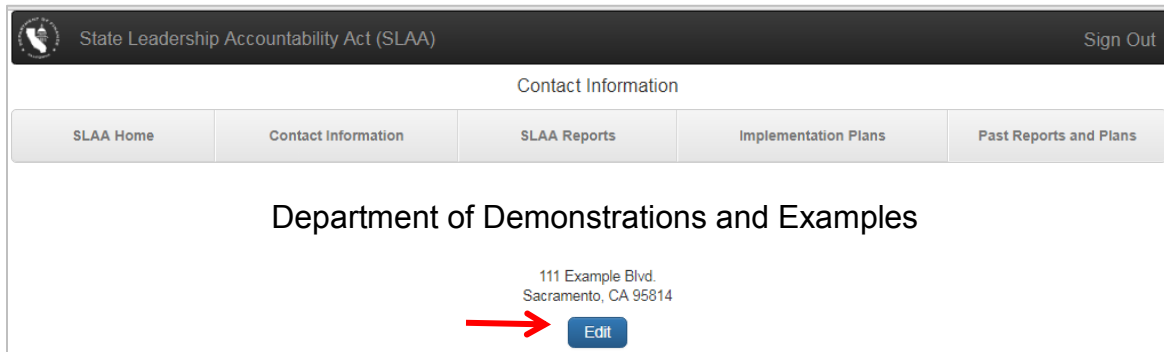
Contact Information

Edit Entity Information

1. Go to SLAA.dof.ca.gov and sign into the SLAA web portal.
2. Click the **Contact Information** tab on your entity's home screen.



3. Located at the top of the **Contact Information** page is your entity's main address.
4. Click **Edit**.



5. The **Edit Entity Information** form will appear with your entity's current address prepopulated.
6. Make the changes within the applicable field(s).

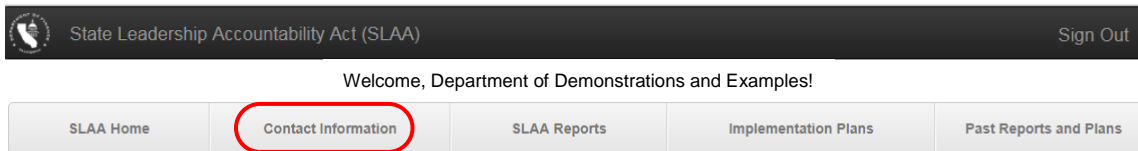
The screenshot shows the 'Edit Entity Information' form. It has a title bar with the text 'Edit Entity Information' and a close button. The form contains four input fields: 'Street Address' (prepopulated with '111 Transportation Way'), 'City' (prepopulated with 'Sacramento'), 'State' (prepopulated with 'CA'), and 'Zip' (prepopulated with '95814'). A blue 'Save' button is located at the bottom right of the form, with a red arrow pointing to it.

7. Click **Save** after edit(s) are completed.

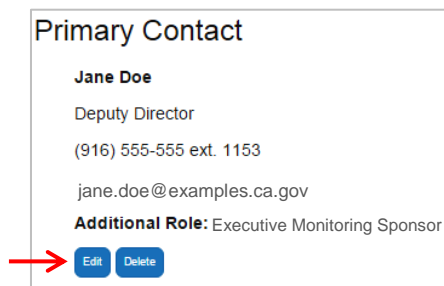
Contact Information

Edit Contact or Additional Resource

1. Go to SLAA.dof.ca.gov and sign into the SLAA web portal.
2. Click the **Contact Information** tab on your entity's home screen.



3. Find the contact you wish to edit and click **Edit**.



OR

Additional Resources with Portal Access

| Name | Job Title | Work Phone Number | Role | Updates |
|------------|-----------|--------------------------|------------------------------|---------------------------|
| John Smith | Analyst | (916) 555-5555 ext. 9999 | Executive Monitoring Sponsor | Edit Delete |

 **Be sure to select the corresponding edit button with the contact you wish to edit.**

4. The **Edit Contact or Resource** form will appear with the current contact information prepopulated.
5. Make the changes within the applicable field(s).

Edit Contact or Resource

Prefix: Ms. Name: Jane Doe

Job Title: Deputy Director

Work Phone Number: (916) 555-5555 Ext: 1153

Work E-mail: jane.doe@examples.ca.gov

Level of Authorization: Primary

Check if Executive Monitoring Sponsor ☒

Save

6. Click **Save** after edit(s) are completed.

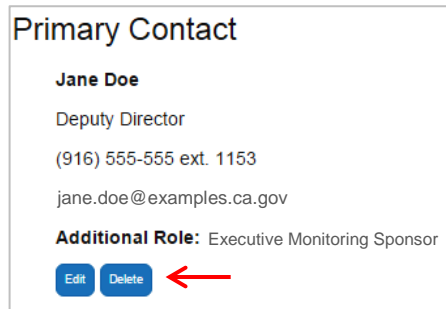
Contact Information

Delete Contact

1. Go to SLAA.dof.ca.gov and sign into the SLAA web portal.
2. Click the **Contact Information** tab on your entity's home screen.



3. Click **Delete** on the contact you wish to delete.



OR

Additional Resources with Portal Access

| Name | Job Title | Work Phone Number | Role | Updates |
|------------|-----------|--------------------------|------------------------------|---|
| John Smith | Analyst | (916) 555-5555 ext. 9999 | Executive Monitoring Sponsor | Edit Delete |

 *Be sure to select the corresponding delete button with the contact you wish to delete.*

4. A message will appear confirming that you wish to delete contact. Click **OK**.
5. The contact will be removed from the **Contact Information** page.

Note: If a new Agency Head has been appointed to your entity, please inform SLAA team through the SLAA hotline to update the Agency Head.

Note: Contacts cannot edit or delete their own contact information. Please contact someone in another authorized role within your entity to make the necessary changes.


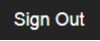
Navigating the SLAA Web Portal

The following navigation tools are used for all reporting functions within the SLAA web portal.

Page Blank Intentionally

Navigating the SLAA Web Portal

Leaving SLAA Reports or Implementation Plans



1. Click  to save the information you have entered.
 2. Click **SLAA Home** or the **SLAA Banner** to be directed back to your entity's SLAA home page.
- Or
3. Click  to log out of the SLAA web portal.

Note: Information *will* be lost if you do not save progress before navigating away from the SLAA report component.

Moving to another Section

SLAA Report Sections

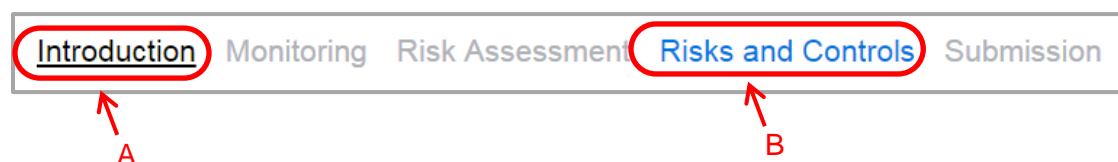
The SLAA Report (report) has five sections, **Introduction and Background**, **Ongoing Monitoring**, **Risk Assessment**, **Risks and Controls**, and **Submission**.

Click  to view the next section of the report and click  to view the prior section of the report.

Or



To move to a different section within the report, scroll to the top of the page and select the corresponding section link.

- A. The link for the current section is **BLACK**.
- B. The link will highlight **BLUE** when the cursor hovers over it.



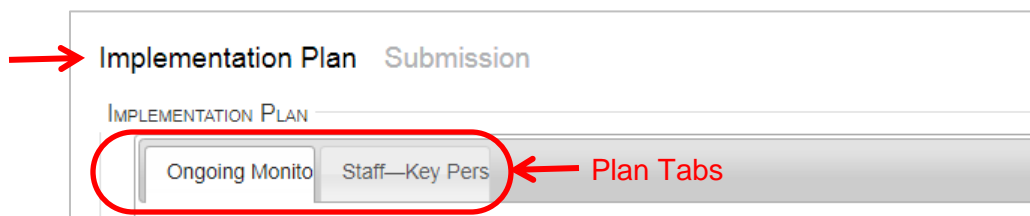
Implementation Plan Sections

The Implementation Plans (plan) has two sections, **Implementation Plan** and **Submission**.

Click  to view the next section of the plan, or click  to view the prior section of the plan.

Or

To move to another component within the **Implementation Plan** section, scroll to the top of the page and click on the corresponding plan tab.

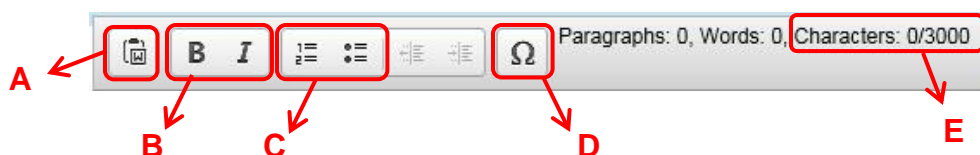


Navigating the SLAA Web Portal

Text Field Formatting

Each section of the State Leadership Accountability Act (SLAA) reporting includes text fields. Each text field provides **bold**, *italic*, special characters, and list formatting options. The options appear in a banner when you click in the text field. The diagram below identifies each formatting feature.

- A. **Paste from Word Document**—Copy text in a word document and click Paste from Word to paste text into the text field. **Important:** *only available when using the Internet Explorer web browser.*
- B. **Bold or Italic Font**
- C. **List Options**—use numbers, bullets, roman numerals, or letters when making a list in the text fields. *To select roman numerals or letters for a list, see [Additional List Options](#) below.*
- D. **Special Characters**—insert specials characters like a section sign, §.
- E. **Character Count**—the character count varies per text box. When all of the allotted characters have been used, the count turns red and you will be unable to add more characters. Spaces and punctuation count as characters.



This image demonstrates the formatting tools within a text field.

Background

Paragraphs: 6, Words: 50, Characters: 264/25000

This is a demonstrator of the formatting in the text fields.

- This is a bulleted list
- 1. Each item can be a bullet or a number

This is an optional list feature including Roman Numerals, Letters, and Numbers.

IV. Options

Some examples of Special Characters are: § ™ € ¥ æ ¶

Note: The Indent Options are to the right of the List Options. These options allow you to adjust the indentations in your text field

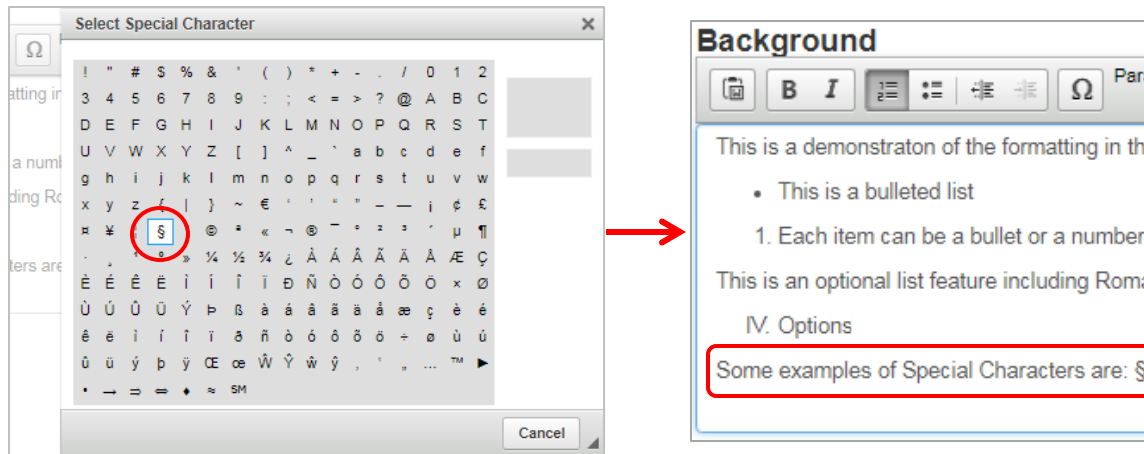
If a List Option was not selected, the indentation options are not available.

See next page for Inserting Special Characters and Additional List Options

Navigating the SLAA Web Portal

Inserting Special Characters

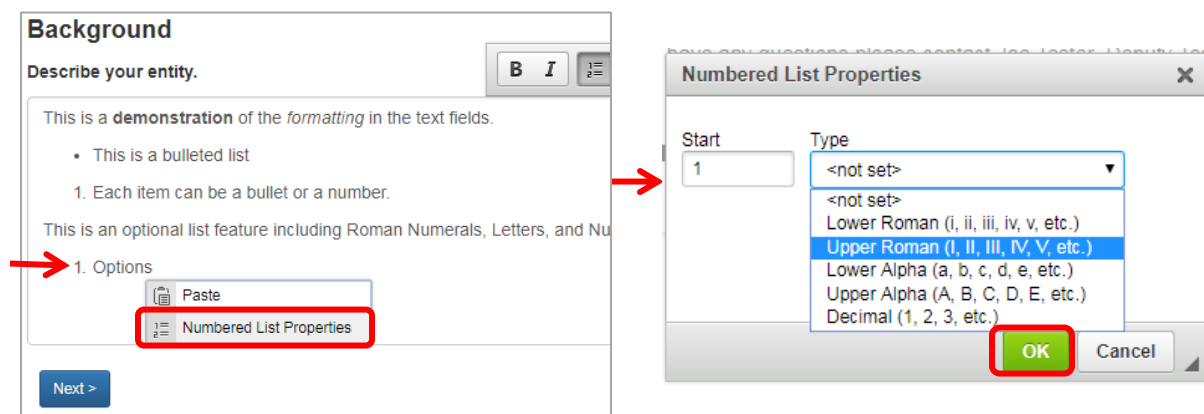
1. Click the Omega “Ω” button to insert a special character. A menu will appear with the available special characters.
2. Select the special character from the menu provided by clicking on the character.
3. The character will populate in the text field where the cursor is located.



4. Continue entering any remaining content in the text field.

Additional List Options

1. Type the language to be included in a list format. Right-click on the language.
2. Select **Numbered List Properties** from the drop down options.
3. Select the Start number and/or the type of list option to use. Click **OK**.



4. Continue your list using the selected List type by clicking **Enter**.

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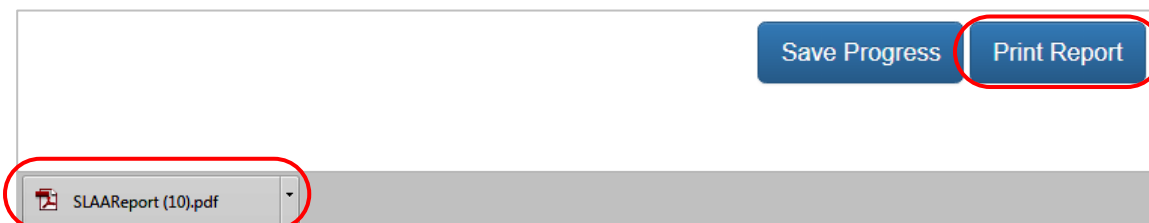
Saving PDFs

If your entity's report **has not been submitted** by your Agency Head or Primary contact, a draft version of the report can be saved. The draft copy is identified by a DRAFT watermark in the heading of each page.

If your entity's report **has been submitted** by your Agency Head or Primary Contact, a final version of the report can be saved. The final version is identified by not having a DRAFT watermark in the heading of each page.


Google Chrome

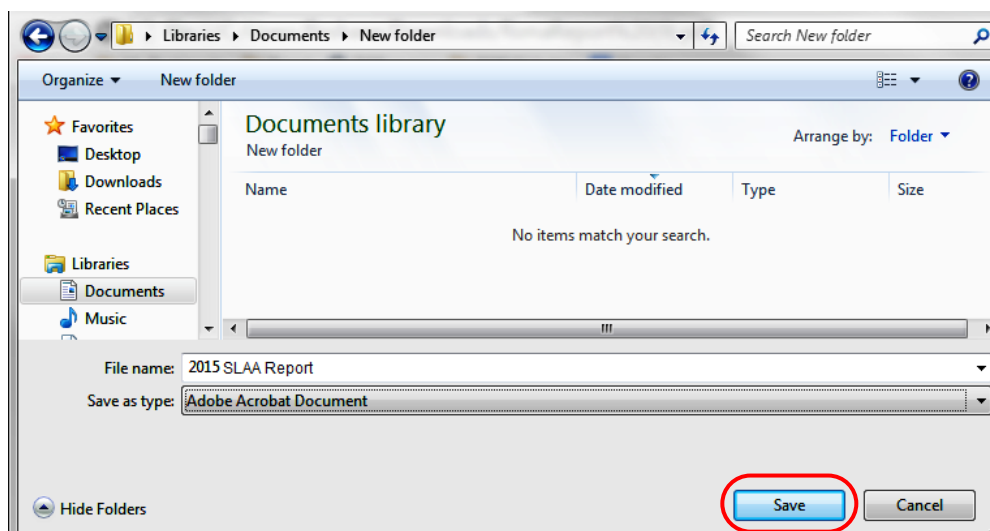
1. Click **Print Report** at the bottom of any page within the report.
2. A PDF file of the report will appear in the lower left hand side of your screen.



3. Click the **PDF file**. The report will appear in a separate window.
4. Right Click in the window showing the report, select **Save as...**

Or

5. Click  located in the upper right-hand corner of your screen. Select **Save page as...**
6. A Save As window will open, edit file name if needed and select where you want to save the report.



7. Click **Save**.

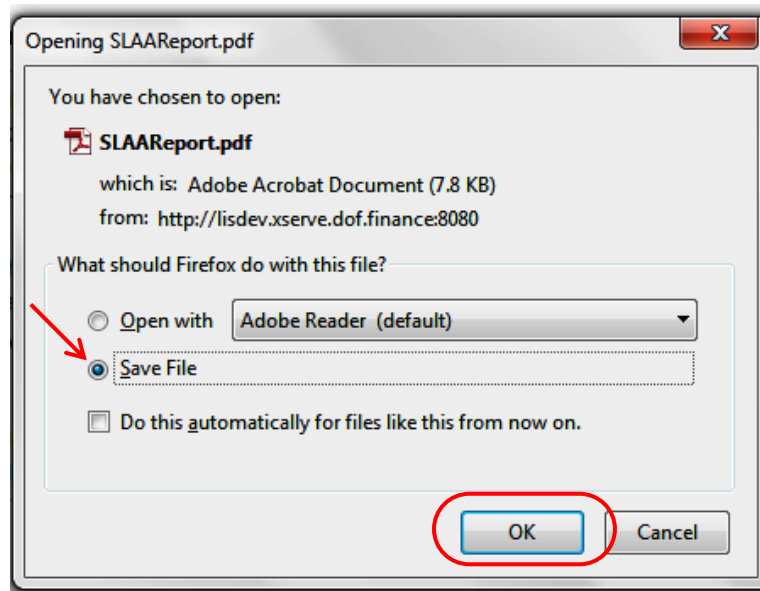
Saving PDFs

Mozilla Firefox

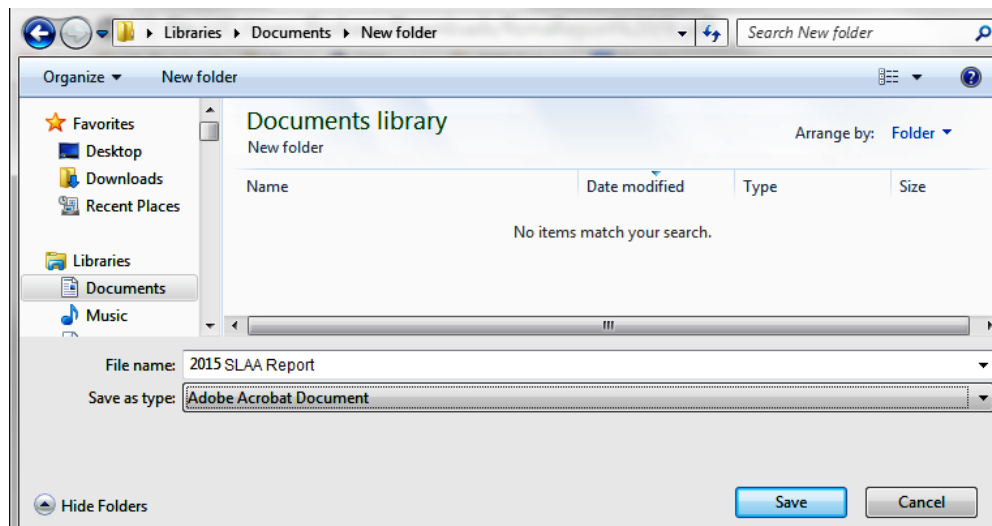
1. Click **Print Report** at the bottom of any page within the report.



2. Select **Save File**, click **OK**.



3. A **Save As** window will open, edit file name if needed and select where you want to save the report.

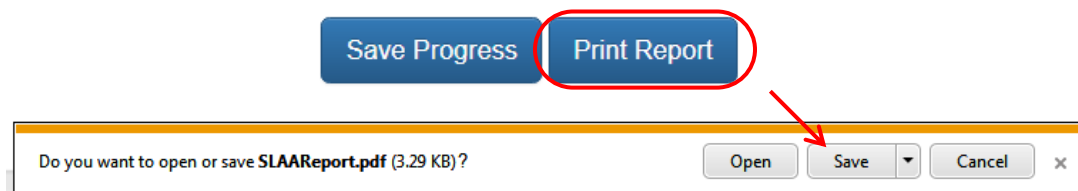


4. Click **Save**.

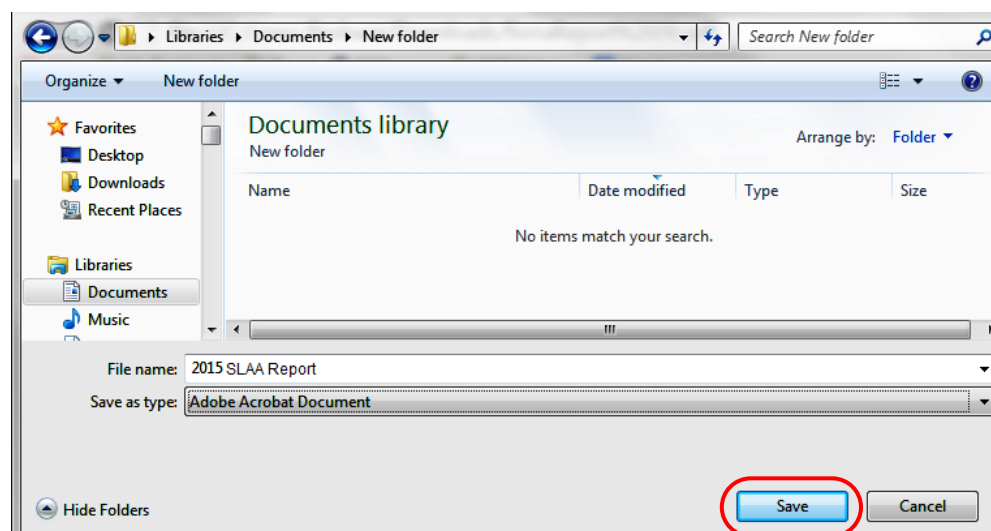
Saving PDFs

Internet Explorer

1. Click **Print Report** at the bottom of any page within the report.
2. A window will appear at the bottom of your screen, click **Save**.
3. Select **Save as** in the drop down menu options.



4. A **Save As** window will open, edit file name if needed and select where you want to save the report.



5. Click **Save**.

Converting a PDF to a Word Document

Due to limitations in the SLAA web portal programming, Microsoft Word is not supported. SLAA Report and Implementation Plan PDFs can be converted to a Microsoft Word document using Adobe Acrobat.

If this program is unavailable, google 'Convert PDF to Word' and multiple free conversion sites are available. Members of the SLAA team have tested and used <http://pdf2doc.com> successfully.

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Printing PDFs


If your entity's report has **not been submitted** by your Agency Head or Primary Contact, a draft of the report will be printed. The draft copy is identified by a DRAFT watermark in the heading of each page.

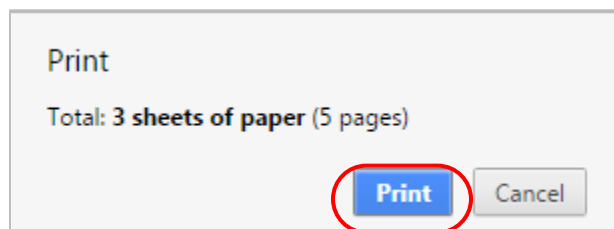
If your entity's report has **been submitted** by your Agency Head or Primary Contact, a final report will be printed. The final report is identified by not having a DRAFT watermark in the heading of each page.

Google Chrome

1. Click **Print Report** located at the bottom of the page.
2. A PDF file of the report will appear in the lower left hand side of your screen.
3. Click the **PDF file**. The report will appear in a separate window.



4. Right Click in the window showing the report, select **Print...**
Or
5. Click  located in the upper right-hand corner of your screen. Select **Print...**
6. A Print Screen will open, edit print options as needed.



7. Click **Print**.

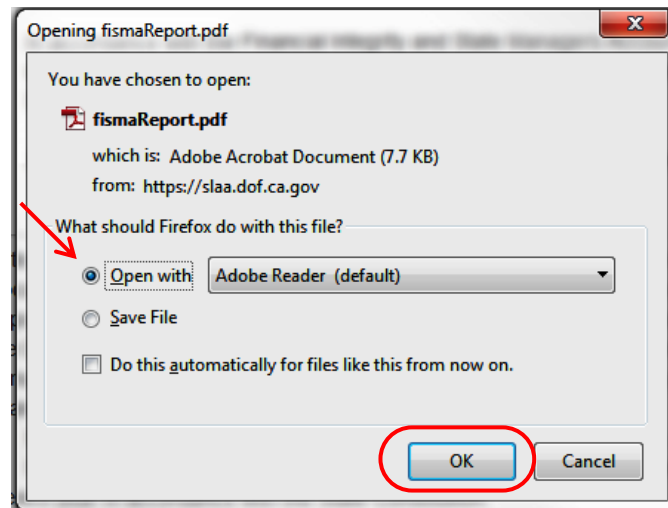
Printing PDFs

Mozilla Firefox

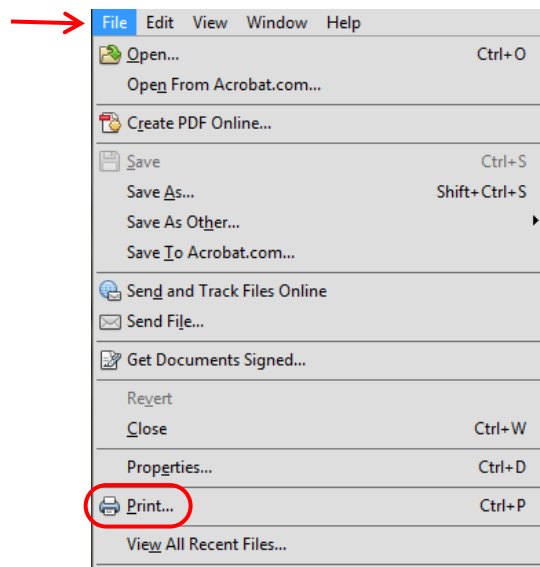
1. Click **Print Report** at the bottom of any page within the report.



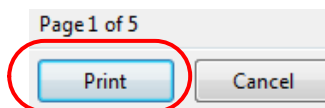
2. Select **Open with Adobe Reader (default)**, click **OK**.



3. The report will open in Adobe Reader. Click **File, Print**.



4. A Print Screen will open, edit print options as needed.
5. Click Print.



Printing PDFs

Internet Explorer

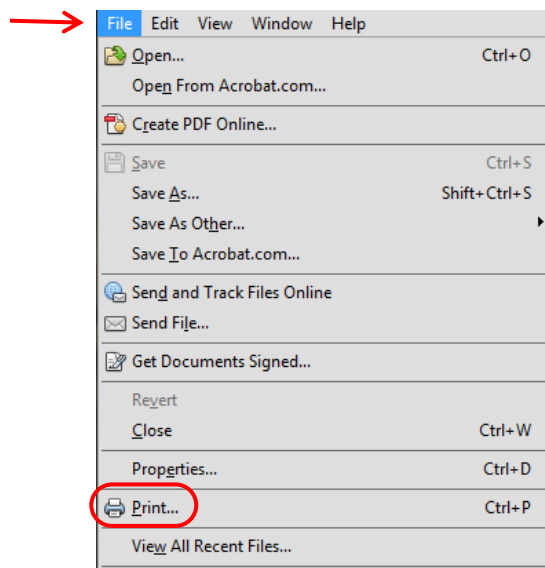
1. Click **Print Report** at the bottom of any page within the report.



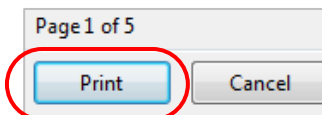
2. A window will appear at the bottom of your screen, click **Open**.



3. The report will open in Adobe Reader. Click **File, Print**.



4. A Print Screen will open, edit print options as needed.
5. Click **Print**.



Printing PDFs

Implementation Plans

If your entity's Implementation Plan (plan) has **not been submitted** by your Agency Head or Primary Contact, a draft version of the plan will be printed. The draft copy is identified by a **DRAFT** watermark in the heading of each page. To print a draft version of the plan, follow the instructions for [Printing PDFs](#), page 37, with the browser you are using.

If your entity's Plan has been **submitted** by your Agency Head or Primary Contact, a final plan will be available to print. The final plan is identified by not having a **DRAFT** watermark in the heading of each page.

Final PDF of Implementation Plans

1. Go to your entity's SLAA homepage.
2. Under the **Implementation Plan**, the status of your plan reads as **submitted**.
3. Click the **date** of the submitted plan, now a blue link.
4. The link creates your entity's final plan in a PDF.

The screenshot shows the SLAA reporting portal interface. At the top, it says 'State Leadership Accountability Act (SLAA)' and 'Sign Out'. Below that is a welcome message: 'Welcome, Department of Demonstrations and Examples!'. A navigation bar includes links for 'SLAA Home', 'Contact Information', 'SLAA Reports', 'Implementation Plans', and 'Past Reports and Plans'. The main content area is titled '2017 SLAA Cycle' and shows 'SLAA Status: Compliant' with a link to 'Non-Compliers List'. Under 'SLAA Report', it indicates '2017 Report Due: Submitted' and has a 'Current Report' button. Under 'Implementation Plan', it shows 'December 31, 2017: Submitted' and a 'Current Implementation Plan' button. A red circle highlights the 'December 31, 2017' date, and another red circle highlights the 'Current Implementation Plan' button, with a red arrow pointing from the date link to the button. A footer note states: 'The California Department of Finance welcomes you to the State Leadership Accountability Act (SLAA) reporting portal. SLAA requirements are found at Government Code sections 13400-13407. This site was created and is maintained by the California Department of Finance. For any issues please contact the SLAA Hotline.'

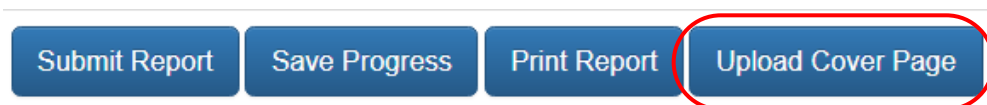
To save or print the final plan, please refer to [Saving PDFs](#), page 33, or [Printing PDFs](#), page 37, associated with your web browser. Begin at **Step 2**.

Cover Page

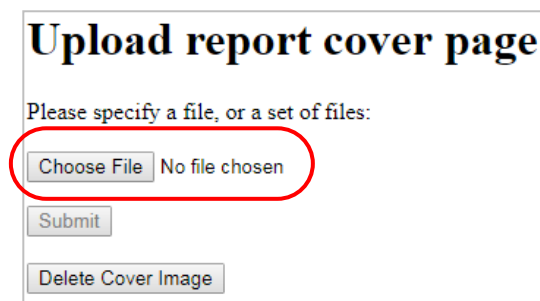
Although not required, entities have the option to upload a cover page to be submitted with their SLAA Report or Implementation Plan. There is no predetermined format or set number of pages for an entity's cover page. Entities can delete an existing cover page if needed.

Upload a New Cover Page

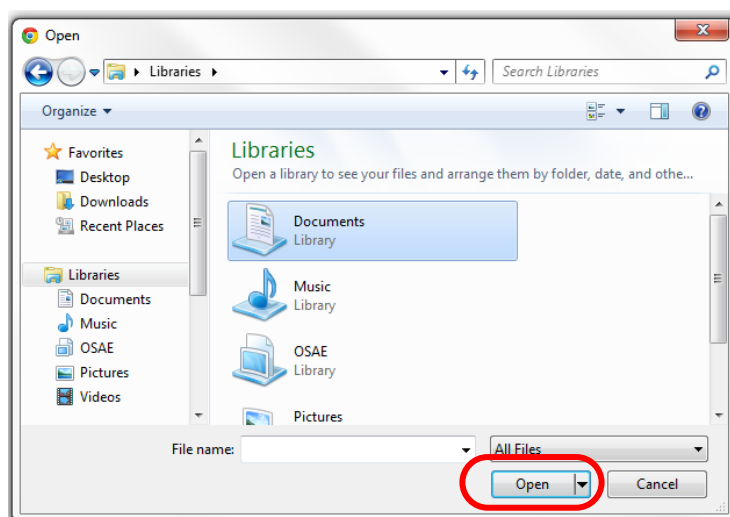
1. Click **Upload Cover Page** on the bottom of the Submission page to add a cover page to your entity's SLAA report.



2. A new tab labeled **Upload report cover page** will open on your web browser.
3. Click **Choose File**.

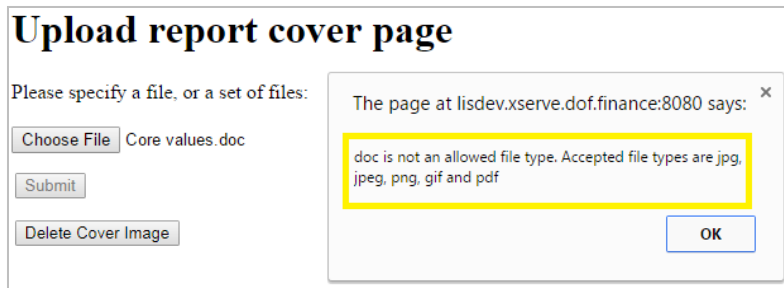


4. The **My Documents** window will open (depending on your computer setup).
5. Find and select your entity's cover page file and click **Open**.

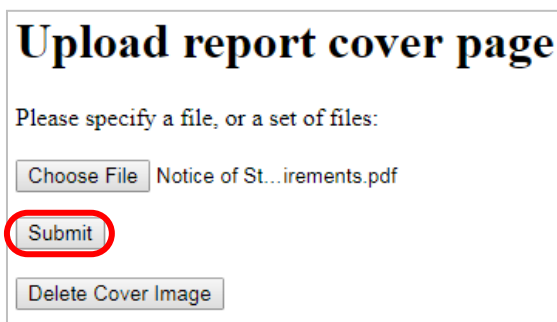


Cover Page

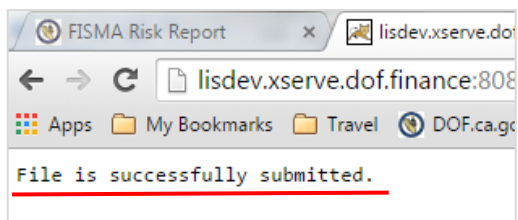
Note: A cover page must be in a jpg, jpeg, png, gif, or PDF format. You will get a warning if your file is in a different format.



6. Once you click **Open**, The filename will appear next to the **Choose File** button on the web browser tab.
7. Click **Submit**



8. You will get a message saying "File is successfully submitted."

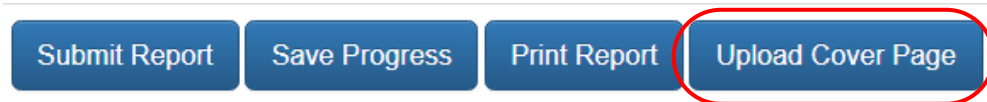


9. Close the web browser tab.
10. Proceed into the SLAA portal, click **Print Report** located on any page link within the **SLAA Report** tab.
11. The PDF version of your entity's report will download. **Open** the downloaded PDF.
12. You will see your cover page in your entity's SLAA report.

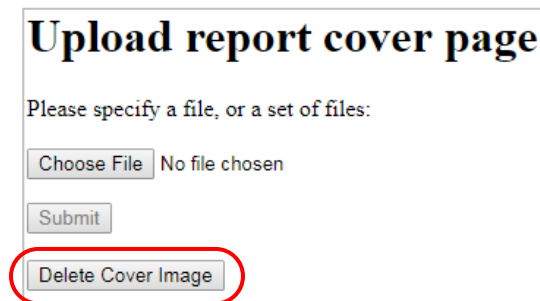
Cover Page

Delete an Existing Cover Page

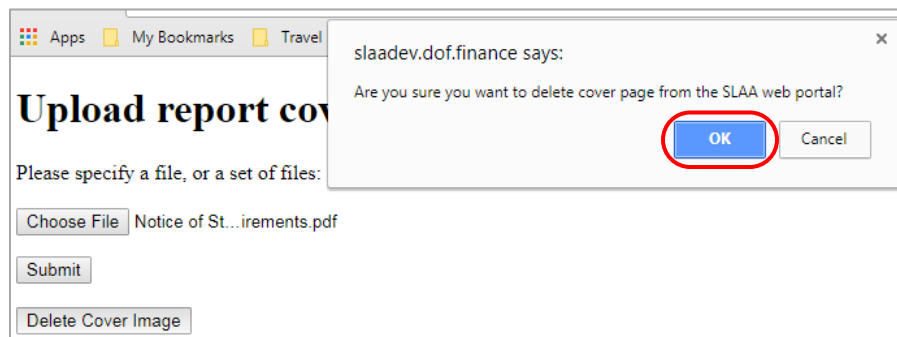
1. Click **Upload Cover Page** on the bottom of the Submission page to add a cover page to your entity's SLAA report.



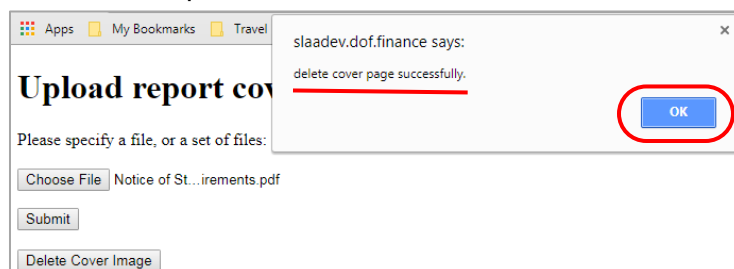
2. A new tab labeled **Upload report cover page** will open on your web browser.
3. Click **Delete Cover Image**.



4. A message will appear confirming you want to delete the cover page, click **OK**.



5. A confirmation message will appear stating your cover page was deleted successfully. Click **OK**. The uploaded file will be removed.



6. Click **Choose File** to upload a new cover page, see [Upload a New Cover Page](#), page 41, Steps 3 to 8, or close the web browser tab to go back to the SLAA web portal.

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Appendix

The Appendix of this guide provides more information for the overall SLAA status and contact information used within the SLAA web portal.

1. [Overall SLAA Status](#)
2. [Suggested Contact Positions](#)
3. [Level of Authorization](#)

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Overall SLAA Status

The homepage of your entity's web portal shows a SLAA status. The SLAA status tells you if your entity is currently compliant with Government Code 13400-13407. Below is a breakdown of what each status means.

SLAA Report Due---Your entity's SLAA report is due by December 31 of each odd numbered year.

Compliant—your entity is in full compliance with Government Code 13400-13407. To be fully compliant your entity has:

- Submitted the SLAA report
- Submitted the current Implementation Plan (plan)—if applicable
- California Department of Finance has accepted the report

Compliant—Pending Resubmission—your entity is in full compliance with Government Code 13400-13407 pending resubmission of the current report or plan.

- Your report or plan is pending resubmission because there is one or more areas that require additional information per Finance's review and criteria.

Non-Compliant—your entity is not in full compliance with Government Code 13400-13407 due to:

- Failure to submit the SLAA report
- Failure to submit the current Implementation plan—if applicable
- Finance has not accepted the report

Suggested Contact Positions

A list of suggest job titles for each contact position featured in the web portal is provided below. These are subjective based on your entity's organizational structure. Please see the **Level of Authorization** section for the access granted to each contact position within the web portal.

Agency Head—one Agency Head per entity allowed.

Examples of position title: Executive Director, Executive Officer, Director, Secretary, Chief Executive Officer, President, Chancellor.

Primary Contact—one Primary Contact per entity allowed.

Examples of position title: Chief Deputy Director, Chief Operating Officer, Chief of Staff, Undersecretary, Deputy Executive Director, Deputy Executive Officer, Deputy Director, Deputy Secretary, Assistant Secretary, Assistant Director.

SLAA Administrator—one SLAA Administrator per entity allowed. Performs administrative responsibilities for the SLAA web portal and may be considered the secondary contact person. This person may be a member of the executive management team or an individual who facilitates the SLAA process for your entity.

Additional Resources with Portal Access—any person(s) involved with the SLAA reporting process or that has been selected as Executive Monitoring Sponsor. This person is not listed as an Agency Head, Primary Contact, or the SLAA Administrator.

Note: If the Executive Monitoring Sponsor is someone other than the Agency Head, Primary Contact, or SLAA Administrator, add that person as an Additional Resource.²

² Refer to the California Department of Finance [Ongoing Monitoring General Framework and Guidelines](#) for more information about the role of Executive Monitoring Sponsor(s).

Level of Authorization

Level of authorization refers to the accessibility that a contact has within the web portal. The level of authorization is selected when a contact or resource is added or updated in the web portal by the Agency Head, Primary Contact, or the SLAA Administrator.

Head—Agency Head

- Complete functionality of web portal
- Add, edit, or delete contacts other than the Agency Head
- Enter information regarding Executive Monitoring Sponsor(s)
- Add or modify report contents
- Sign and submit SLAA reports and Implementation Plans

Primary—Primary Contact

- Complete functionality of web portal
- Add, edit, or delete contacts other than the Primary Contact
- Enter information regarding Executive Monitoring Sponsor(s)
- Add or modify report contents
- Sign and submit SLAA reports and Implementation Plans

Admin—SLAA Administrator

- Limited functionality of the web portal
- Add, edit, or delete contacts other than SLAA Administrator
- Enter information regarding Executive Monitoring Sponsor(s)
- Add or modify report contents

Resource—Additional Resources with Portal Access

- Limited functionality of the web portal
- Add or modify report contents

Note: There can only be one **Agency Head, Primary Contact, and SLAA Administrator** per entity. The **Head, Primary, or Admin** selection from the drop down menu will no longer be available once you have added the role.